

**Coordinator, Apprenticeships
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=241750>

Downloaded On: Jul. 23, 2024 3:22am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

Job Title	Coordinator, Apprenticeships
Department	Apprenticeships
Institution	Austin Community College Austin, Texas
Date Posted	Jul. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
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Job Description	

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Coordinator, Apprenticeships

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Coordinator, Apprenticeships

Job Description Summary:

To coordinate Austin Community College's (ACC) Apprenticeship initiatives, support employer outreach efforts related to apprenticeships, and maintain district-wide standards for apprenticeships. This position works collaboratively across the college on various aspects of programmatic needs including grants, advising, faculty support, business services, registrar, etc.

Job Description:

Description of Duties and Tasks

- Coordinates the planning, development, implementation, and evaluation of ACC apprenticeship programs including registered apprenticeships, industry recognized apprenticeships and non-registered apprenticeships.
- Liaises with instructional divisions as appropriate to develop new apprenticeships and works directly with employers to ensure alignment of needs and expectations.
- Advances employer outreach efforts as requested by academic department apprenticeship

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program facilitators and ACC administration. Coordinates with department chairs, apprenticeship program managers, other Office of Experiential Learning programs, Texas Workforce Commission, Workforce Solutions, and others.

- Tracks all aspects of apprenticeship programs including: student progress, competencies required by the programs, courses taken, financials, student payments, employer contact list, etc.
- Maintains standards and best practices for apprenticeships and pre-apprenticeships.
- Trains and supports departments and faculty in all aspects of apprenticeships including standards, best practices, the different types of apprenticeships and legal requirements.
- Develops and maintains a comprehensive database for all apprenticeships, apprenticeship agreements, and inter-local agreements pertaining to apprenticeships. Produces reports for these areas.
- Coordinates program requirements with the US Department of Labor and Texas Workforce Commission regarding Registered Apprenticeships and IRAPs, including the managing of all required databases (RAPIDS, AIMS, etc.)
- Promotes ACC apprenticeship programs at the college, locally and beyond, including management of events, speaking engagements, etc.
- Serves as a primary resource for faculty, staff, students, administration, employers, and community partners in support of ACC Apprenticeship programs. Responsible for administering third party and grant tuition payments with ACC Business Services. Assists apprenticeship program facilitators with grants by providing reports and technical assistance.
- Responsible for marketing materials including website content and forms.
- Serves on the Apprenticeship Advisory Committee.

Knowledge

- Current principles and best practices of Apprenticeships including registered apprenticeships, non-registered apprenticeships, industry recognized apprenticeship programs (IRAP) and pre-apprenticeships.
- Industry trends, local business and government leaders.
- State and federal labor laws and regulations concerning employment and apprenticeship program planning and development.
- Project planning and management principles.

Skills

- Maintaining an established work schedule, including occasional evenings and weekends.

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- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work-related information and materials.

Technology Skills

- Use of a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Three years related work experiences

Preferred Work Experience

- Experience in planning, coordinating, and implementing educational programs.
- Non-teaching professional experience in one of the areas of the Workforce education divisions.

Required Education

- Bachelor's degree or Associates degree with five years related experience.
- Or Industry Certifications with ten years related experience

Special Requirements

- Valid Texas Driver's License and reliable transportation for local Austin area travel.

Physical Requirements

- Work is performed in a standard office or similar environment.

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- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$61,159 - \$76,450

Number of Openings:

1

Job Posting Close Date:

July 31, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.



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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Coordinator--Apprenticeships_R-6338-1

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Apprenticeships
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